

Environmental Standard Operating Procedure

Environmental Compliance Coordinator

SF Director: Alicia Florez
Signature:

Date:

PURPOSE.

The purpose of this Environmental Standard Operating Procedure (ESOP) is to provide and establish the responsibilities of an Environmental Compliance Coordinator (ECC). This guidance applies to those individuals who must carry out ECC responsibilities aboard Marine Corps Logistics Base (MCLB) Barstow.

PROCEDURES.

The Environmental Compliance Coordinator (ECC) is responsible coordinating with their leadership to ensure that all environmental aspects and responsibilities of the unit/organization are adhered to as required by MCLB Barstow and Marine Corps policy. The ECC is expected to be their unit/organization's environmental subject matter expert for environmental policy and procedures aboard the installation.

The following procedures apply:

1. An ECC must be designated in writing for each organization/unit aboard the installation and a copy of the appointment letter must be submitted to the Environmental Division.
2. The ECC will complete the Environmental Compliance Coordinator computer-based training upon assignment. If needed, a CD with the training can be picked up from the Comprehensive Environmental Training & Education Program (CETEP) Coordinator.
3. The ECC or a designated representative will attend ECC meetings as coordinated by the Environmental Division. The ECC meetings are held to train, equip, and provide the ECC's with the tools necessary to carry out their responsibilities and ensure compliance with Environmental regulations.
4. The Commanding Officer's Environmental Policy Statement shall be posted on the organizations official command board and the ECC shall ensure that the unit or work section adheres to the policy statement.
5. The ECC is responsible for serving as the primary point of contact for installation Environmental Compliance Evaluation Program lead auditors before, during, and after environmental compliance inspections.
6. The ECC will maintain and update as needed a 6-part turnover folder in Microsoft Teams that will include the following for their organization:

- a. Section 1 – ECC Appointment Letters & Training Certificate
 - b. Section 2 – Environmental Practices
 - c. Section 3 – Environmental Standard Operating Procedures (ESOPs)
 - d. Section 4 – Training Records
 - e. Section 5 – Inspection Records
 - f. Section 6 – References
7. A complete inventory of all environmental practices within their organization must be maintained and reviewed at least annually. The ECC is responsible for notifying the Environmental Division if any practices are altered, discontinued, or added.
 8. ECC shall ensure that all personnel receive ESOP training on practices that apply to their work section upon assignment. ESOPs shall be made available to all personnel for reference in their job duties.
 9. The ECC shall ensure required environmental training is provided for personnel within their unit/organization and documented as required by their environmental duties. Coordinate with the CETEP Coordinator for all environmental training needs.
 10. The ECC shall coordinate with their supervisor/leadership to ensure personnel are designated to conduct inspections. The ECC shall ensure deficiencies noted during the inspections are corrected immediately and corrective action recorded on the inspection sheet.
 11. The following records must be maintained for a minimum of 3 years and available for review/inspection:
 - a. Unit/Organization’s practice inventory
 - b. Inspection records (internal/external inspection records)
 - c. Training records (training rosters/certificates)
 12. If there are any specific situations or other concerns not addressed by these procedures, contact the Environmental Division.

REFERENCES.

- a. 29 Code of Federal Regulations (CFR) Occupational Safety and Health Administration (OSHA)
- b. 40 CFR Environmental Protection Agency (EPA)
- c. 49 CFR Department of Transportation (DOT)
- d. CCR Title 22, Division 4.5, “Environmental Health Standards for the Management of Hazardous Waste”
- e. MCO 5090.2 United States Marine Corps Environmental Compliance and Protection Program
- f. All applicable MCLB Barstow ESOPs
- g. ICMP for MCLB Barstow

TRAINING.

Unit personnel should be trained on all the provisions of this ESOP. All training must be requested through unit ECC or Environmental Compliance Branch.

All affected personnel must be trained in the following:

- a. Environmental Management System (EMS) training
- b. MCLB Barstow General Environmental Awareness training